



**CITY OF YOUNGSTOWN  
COORDINATOR OF DOWNTOWN  
EVENTS & CITYWIDE SPECIAL PROJECTS**

**JOB TITLE, DESCRIPTION AND SPECIFICATIONS**

**JOB TITLE:** COORDINATOR OF DOWNTOWN EVENTS &  
CITYWIDE SPECIAL PROJECTS

**DEPARTMENT:** MAYOR'S OFFICE

**SUPERVISOR:** MAYOR OF THE CITY OF YOUNGSTOWN

**WORK SCHEDULE:** MINIMUM OF 40 HOURS PER WEEK, EIGHT HOURS PER DAY  
[INCLUDING EVENINGS, WEEKENDS AND/OR HOLIDAYS AS REQUIRED]

**FLSA STATUS:** EXEMPT

**SPECIAL REQUIREMENTS:** VALID OHIO DRIVER'S LICENSE

**SUMMARY:** The Coordinator of Downtown Events and Citywide Special Projects [COORDINATOR] will report directly to the Mayor of the City of Youngstown and will serve as the City of Youngstown's [CITY] staff liaison to, and work closely with, City Council, especially the First Ward Councilperson, downtown businesses, property owners and stakeholders as well as with individual(s), group(s) and/or organization(s), who are interested in using all or portions of the Downtown Central Business District for activities or special events. The COORDINATOR's primary purpose will be to provide, coordinate and assist in implementation of marketing, promotional and social events that promote the CITY and foster downtown development and redevelopment.

The COORDINATOR must have an understanding of the different roles of CITY Departments that are involved in staging a particular event or activity and must have knowledge of CITY Ordinances and State of Ohio laws, including but not limited to those rules promulgated by the Ohio Department of Liquor Control. The COORDINATOR will assist with the issuance of all necessary permits and verify that applicants have the necessary required liability insurance for the staging of public events and will work directly with the Ohio Department of Liquor Control to assist in securing all/only necessary permits.

The COORDINATOR must have a minimum of a Bachelor's Degree from an accredited college and university, a minimum of two (2) years of experience in business, event

planning, marketing or a related field, and must demonstrate excellent verbal and written communication skills. Additionally, the COORDINATOR must possess a strong community awareness of the composition and blueprint of the CITY and the Mahoning Valley.

#### **JOB DUTIES AND RESPONSIBILITIES:**

1. Assist with the coordination of securing all necessary permits and liability insurance.
2. Work directly with the Ohio Department of Liquor Control to secure Event liquor permits.
3. Coordinate all necessary security for all downtown events and/or activities, including necessary road closures notices.
4. Coordinate the scheduling of erecting of stages and installing sound and lighting equipment for downtown events.
5. Develop and coordinate teams to assist with the implementation of special events.
6. Coordinate and cultivate media relations including writing media releases and answering inquiries regarding events.
7. Prepare and maintain a current list of all print and electronic media outlets for distribution as necessary.
8. Work with, and coordinate with, all CITY Departments to ensure efficient, cordial, and timely project completion, as well as keep City Council, specifically, the First Ward Councilperson, apprised of all downtown events and projects
9. Maintain a strong working relationship with the downtown business community and institutional organizations.
10. Conduct frequent public meetings, providing information on upcoming events or marketing developments.
11. Work with City IT Department to regularly update CITY's Website Event Calendar and be proficient in use of social media.
12. Plan, schedule, produce and distribute an Annual Calendar of CITY Events and a monthly e-Newsletter.
13. Work closely with City Council, especially the First Ward Councilperson, downtown businesses, property owners and stakeholders as well as with individual(s), group(s) and/or organization(s), who are interested in using all or

portions of the Downtown Central Business District for activities or special events.

14. Must be available during all downtown events to ensure that the scheduled Event takes place without major incidents. This means that it will be necessary in many instances for the COORDINATOR to work more than eight (8) hours per day, including evenings, weekends and holidays.
15. Analyze current and proposed events and present specific concepts for improving the quality of the public experience.
16. Must be able to administer an annual budget, maintain a current and accurate accounting file and make sure that all purchase orders are secured and that all billing is submitted on time. Must provide the Mayor with a complete annual budget for the following calendar year by November 1 of each year.
17. Keep all parties, including but not limited to CITY staff, informed and on task.
18. Serve on boards and committees related to CITY events, promotions and issues.
19. Develop and implement outreach efforts.
20. Additional duties that the Mayor deems necessary.

**NOTE:** The job duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment of this position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.